2.8 JAMMU & KASHMIR

2.8.1 Administration: The State Archives Department maintains the Archives Repositories of (1) State Archives Repository, Srinagar (2) State Archives Repository, Jammu and (3) State Archives Repository Leh, and a separate Wing of the National Register of Records.

The Department is under the Administrative control of the Education Department. Proposals regarding development of Archives were submitted to the Government.

The posts of Surveyors have been created by the State Governments for survey and acquisition work, one each for Jammu, Srinagar and Ladakh.

2.8.2 Budget: During 1978-79, a sum of Rs.2,83,170 was sanctioned under non-plan and Rs.44,000 on plan side and the amount was fully utilised. For 1979-80, a budget provision of Rs.3,81,000 was made on non-plan side and Rs.47,000 on plan side.

2.8.3 Building: The Directorate office and State Archives at Srinagar and Jammu are housed in Government buildings.

2.8.4 Record Management: Necessary technical guidance is given to all Government offices and public institutions regarding scientific preservation and maintenance of files, books, manuscripts etc. During the period under report records housed in the repositories were checked and examined according

to Standing rules for maintenance of records. A fresh retention schedule is under consideration of the State Government.

2.8.5 Research and Reference: 220 research scholars availed themselves of research facilities provided by the department and 11,631 books, reports, gazettes and files were shown to them. 80 records were requisitioned by the Gove-rnment agencies. 501 private agencies/individuals were attended to and copies of documents supplied to some of them.

2.8.6 Reference Media: Lists of various series of records such as Education, General Planning, Revenue, Home and Fisheries etc. were being prepared.

2.8.7 Preservation of Records: Two menders, trained in repair and rehabilitation of records at the National Archives of India, New Delhi are looking after the work of preservation of records. During the period under report 10,000 files and 2,356 documents were flattened. 992 papers were repaired with tissue paper and acetate foil, 150 books were guarded and 500 files, 600 book lists, gazettes and 150 manuscripts were bound.

2.8.8 Library: During the period under report 565 books were acquired.